

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

**INFORMATION TECHNOLOGY PROGRAMMER/ANALYST
APPRENTICE**

JOB DESCRIPTION

Employees in this job function as a training-level information technology programmer/analyst, participating in a variety of analytical and programming assignments that provide for the development, enhancement, and maintenance of automated data, voice, or video application programs, application systems software within mainframe, network, and client server environments. This is a non-career position.

Each appointment to a position in this job shall be limited to a term not to exceed two years. At the end of two years, the employee is either released or may be reclassified to an Information Technology Programmer/Analyst P11, in accordance with applicable Civil Service regulation requirements.

There is one classification level in this job.

Position Code Title –Information Technology Programmer/Analyst Apprentice

The employee receives on-the-job training and performs a range of programmer/analyst activities under close supervision. Duties are performed in a learning capacity or under the direction of an experienced programmer/analyst.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Drafts and modifies applications programs for computerized systems and keys into program code.

Acquires test data and runs tests to determine the accuracy of program logic to produce desired results; debugs and revises programs based on test results.

Uses program specifications to prepare the logic sequence of program source statements in the development, modification, documentation, and maintenance of computer programs.

Drafts documents for the general design of solutions that meet system and security requirements, including the analysis of alternative approaches.

Assist in the development of applications to be used in client server environments.

Drafts specifications to detail what new systems or enhancements to existing systems can accomplish.

Serves as liaison with users concerning requests, usage, standards, security, and other developmental and production matters.

Participates in the development and implementation of databases, communication systems, storage area networks, security and applications with user departments, vendors, and data centers.

Assists in the conversion and implementation of new systems or upgrades to existing systems.

Participates in the development, implementation, and monitoring of information technology quality assurance standards.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required for this classification.

Knowledge of programming languages such as C++, Visual Basic, COBOL, and other generative and contemporary languages such as Powerbuilder and Java.

Knowledge of structured programming methodology.

Knowledge of database design methods and support utilities.

Knowledge of personal computers and personal computer software.

Knowledge of the fundamental concepts and operating principles of data communications and data processing hardware and software.

Knowledge of computer programming, data modeling, and object-oriented programming procedures and techniques.

Knowledge of application development environments and related tools.

Ability to prepare detailed written instructions and documentation.

Ability to analyze instructions and data.

Ability to convert specifications to computer language.

Ability to gather and analyze facts, define problems, and devise solutions.

Ability to use programming procedures and techniques in the implementation of computer programs.

Ability to effectively make oral and written reports and presentations and prepare clear and concise graphs and charts.

Ability to conduct interviews and establish and maintain effective relationships with systems users.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate technical terminology at a level appropriate to the audience.

Ability to follow oral and written instructions.

Ability to communicate effectively.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of an associate's degree with 16 semester (24 term) credits in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, or mathematics.

Experience

Information Technology Programmer/Analyst Apprentice

One year of experience in an information technology internship position through a recognized apprenticeship program with mentored experiences in application development assignments or similar experience.

Special Requirements, Licenses, and Certifications

Completion of an authorized accredited community college apprenticeship program.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

INFTCHAA

Job Code Description

Information Technology Programmer/Analyst
Apprentice

Position Title

Information Technology Programmer/Analyst
Apprentice

Position Code

ITPRAAP

Pay Schedule

NERE-115P

ECP Group 2
New 7/2/10
LC